

H-2A Job Order SKIES Entry Template

Description Tab:

Job Type: AG2 for Intrastate recruitment. AG4 for Interstate recruitment.

Job Development: Mandatory Listing

ONET Code: 45-2092.00

Description: See page 2

Job Title: Tree Fruit Workers X (# of openings), Royal City/Othello Areas H-2A

Close Date: 50% point of contract period (use 50-percent calculator)

Proposed Start Date: Date of need as per ETA 790

Min & Max Hrs Per Week: as per ETA 790

Non WA State Min Wage, Commission or Piece Rate: Checked

Min & Max Salary: AEW (AEWR) (\$11.87 for 2014)

Status: Placed on HOLD until ASU accepts ETA 790 Application

of Openings: Exactly as per ETA 790

Duration: Full-Time Seasonal

Duration Reason: contract period per ETA 790

Internet: Checked

ASU provides notice via e-mail when to use AG2 vs. AG4.

Please use this naming convention but modify the title and areas as needed.

ASU provides notice to open via e-mail.

Contact Tab:

Job Contact Name: Agent or Employer if no agent

Job Contact Address: as per ETA 790

Job Contact Phone: # for referrals to call as per ETA 790

Job Contact Fax: as per ETA 790 if available

Contact Method to Apply: as per ETA 790

Requirements Tab:

Experience Req'd in Months: as per ETA 790

Other fields: self explanatory as per ETA 790

Description Tab:

Remove statement upon notice from ASU.

1. Should state that this is an H-2A order for Intra or Interstate Recruitment. If Intrastate, should include: "Applicants restricted to those currently within the state of Washington."

2. JOB DESCRIPTION:

- a. Summarize most significant duties, including harvesting, thinning, summer pruning, etc.

3. JOB REQUIREMENTS:

- a. Months of experience, if any
- b. Must anticipate being available to work on the start date and through the period of the contract
- c. Other significant AND measureable job requirements that staff will screen.

4. HOURS/DAYS/SCHEDULE:

- a. List length of contract, i.e. "Length of contract is June 17 to November 1, 2013" List days and hours per day, i.e. "Monday-Friday 7 hours per day. 5 hours on Saturday".

May need to modify wages per ETA 790.

5. SALARY/WAGE/BENEFITS:

- a. State that: Payment will be mostly on a piece rate basis, but no worker will be paid less than \$11.87 per hour averaged over the pay period.
- b. Itemize piece rates by:
 - i. Fruit, i.e. Cherries, Apples, Grapes, Pears
 - ii. Variety, i.e. Golden Delicious, Gala.
 - iii. Size of container, i.e. \$5.00 per 30 lbs. lug, Bin size: 47 inches X 47 inches X 24.5 inches.
 - iv. Other piece rates for non-harvest work, i.e. Tree Training \$0.02 - \$0.50 per tree.

6. Other required information:

- a. Pay periods, i.e. The payroll period shall be every other week.
- b. State that: The employer will furnish, without charge, all tools, supplies and personal protective equipment required in the performance of the specified work.
- c. Housing requirements, i.e. Employer provided housing/kitchen facilities are available for employees who are unable to reasonably return to their place of residence the same day.

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- d. Transportation costs to the job site for domestic workers from outside the local commuting distance of the job site will be reimbursed by the employer. Transportation costs from the job site to the workers home will be provided to those domestic workers that complete the entire contract period.
 - e. $\frac{3}{4}$ Guarantee, i.e. Employer guarantees to offer employment for the hourly equivalent of $\frac{3}{4}$ or 75% of the workdays of the work contract beginning with the first day of work.
 - f. Full employment description of employer benefits is available from the employer.
7. **CLOSING DATE/DEADLINE IF APPLICABLE:** Employer will accept referrals until _____ (enter closing date of order).
8. **HOW TO APPLY:** Referrals can be requested from any WorkSource office in Washington State. Applicants can contact the local WorkSource office assisting this employer by reporting in person at WorkSource _____ (enter order holding office name, address and phone number).

Special Instructions Note:

Employer is _____.

Referral Instructions:

WorkSource staff must provide a copy of the job order or the side by side checklist (for Spanish speakers) to each candidate and familiarize them with the terms and conditions of employment.

Candidates living within commuting distance of the job site are encouraged to apply in person at _____ between 8am-5pm, Monday through Friday, for an interview. Candidates applying in person shall be provided the WorkSource referral form.

Candidates living outside of the local area, or if candidates are unable to or prefer not to go directly to the office location for an interview, may call employer at _____ for an interview. WorkSource staff may assist candidates by allowing them to make the call to the employer from their desk or another designated office phone.

WorkSource staff must instruct applicants to use the following statement when leaving a message: Hello, my name is _____ and I am calling about my referral from WorkSource to job order number WA*****. You can call me back at _____. OR

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Hola, mi nombre es _____ y estoy llamando como referencia de WorkSource para el orden del trabajo numero WA*****. Me puede regresar la llamada al _____.